Report Name: WDE600 Attendance and Membership
Collection Dates: 5/30/14 - 6/16/14

This document contains all the information needed to manage the data collected for the WDE-600 report.

A summary of the information in this document is as follows:

Data Elements
Business Rules
CSV format
SIF format
Contact Info

Any updates to this document will be sent out to all districts as needed.

This page explains the code values or keys that are used on the tabs in this document

CODE KEYS on the Business Rules Tab:

Violation Severity	Description
F	Fatal Error
W	Warning
T	Truncate field

Student Data Elements

Field #	Field Name	Length	Valid Values / Format Notes	Definitions
1	DistrictID	7	A valid 7-digit district ID.	The WDE 7-digit ID for the district submitting the student's data.
2	SchoolID	7	A valid 7-digit school ID. It must be within the	The WDE 7-digit ID for the school of the student's enrollment.
3	WISERID	8	Must conform to the rules for valid WISER IDs.	The WDE 8-digit state assigned student record identifier.
4	StudentLastName	1-25	Name characters	Student's last name
5	StudentFirstName	1-25	Name characters	Student's first name
6	StudentMiddleName	0-25	Name characters (Optional)	Student's middle name or initial
7	StudentNameSuffix	0-8	Alpha and periods (Optional)	Generation indicator i.e. Sr, Jr, III
8	StudentGradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Report students based on their current grade configurations. This should be the same grade level for which they are enrolled. PK - Pre Kindergarten KG - Full day Kindergarten HK - Half day Kindergarten
9	StudentDateOfBirth	8	YYYYMMDD	Student's date of birth
10	StudentGender	1	M, F	Student's gender
15	AsianRace	1	Y, N	Is this student of the Asian Race?
16	BlackRace	1	Y, N	Is this student of the Black Race?
17	IndianRace	1	Y, N	Is this student of the American Indian/Alaskan Native Race?
18	PacificIslanderRace	1	Y, N	Is this student of the Native Hawaiian or Pacific Islander Race?
19	WhiteRace	1	Y, N	Is this student of the White Race?
20	HispanicEthnicity	1	Y, N	Is this student of the Hispanic or Latino Ethnicity?
12	StudentAggregateAttendance	1-3,0-3	Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal (examples: 75, 100.525).	Aggregate number of days the student was present during the days of operation.
13	StudentAggregateMembership	1-3,0-3	Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal (examples: 75, 100.525).	Aggregate number of days the student was present for the days of operation plus the aggregate number of days the student was absent for the days of operation. When a student is absent more than ten consecutive calendar days, all those days beyond ten are deleted. A student who withdraws is dropped from membership the day after withdrawal.
14	StudentAggregateUnexcusedAbsence	1-3,0-3	Numeric value greater than or equal to 0 with 1-3 numbers before the decimal and, optionally, 3 numbers after the decimal (examples: 5, 100.825).	Aggregate number of days the student was absent, as defined by the local board of trustees, of any student required to attend school when such absence is not excused to the satisfaction of the board of trustees by the parent, guardian, or other person having control of such student. The format change is to accomadate for the UnexcusedAbsenses for > 99 days.

Business Rules

SRM Rule #	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R2001	1-5, 8-14	F	All fields are required except student middle name and suffix.	The *StudentGradeLevel* field is missing.	Missing a required field
R2002	1-3, 8-14	F	The field cannot exceed its length attribute.	The *StudentGradeLevel* field exceeds its maximum allowable length of *2* character(s).	Field exceeds its maximum length
R2003	4-7	W, T	The field cannot exceed its length attribute and will be truncated.	The *StudentFirstName* field exceeds its maximum allowable length of *25* character(s). This field will be truncated.	Field is too long and will be truncated
R2100	3	F	Verify the WISER ID against valid IDs maintained by WDE.	The field WISER ID is not a valid active or retired WISER ID	WISER ID is not valid
R2101	3	F	Verify the WISER ID is not in the list of retired IDs maintained by WDE.	The WISER ID is not an active WISER ID	WISER ID is retired
R2200	8	F	Code Value must be PK, HK, KG, 01 through 12 (does not accept UN). Right-justified and zero-filled.	StudentGradeLevel must be one of PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12	StudentGradeLevel is not valid
R2201	10	F	Code Value must be either M or F (does not accept U)	StudentGender must be one of M or F.	StudentGender is not valid
R2203	12, 13	F	Aggregate attendance must be less than or equal to aggregate membership.	StudentAggregateAttendance must be less than or equal to StudentAggregateMembership.	StudentAggregateAttendance is not valid
R2204	13, 14	F	Aggregate unexcused absences must be less than or equal to aggregate membership.	StudentAggregateUnexcusedAbsence must be less than or equal to StudentAggregateMembership.	StudentAggregateUnexcusedAbsence is not valid
R2205	12-14	W	The sum of aggregate attendance and aggregate unexcused absences must be less than or equal to aggregate membership.	The sum of StudentAggregateAttendance and StudentAggregateUnexcusedAbsence must be less than or equal to StudentAggregateMembership	Sum of StudentAggregateAttendance and StudentAggregateUnexcusedAbsence exceeds StudentAggregateMembership
R2206	12, 13	W	Aggregate attendance must be greater than 0 if aggregate membership is greater than 0.	StudentAggregateAttendance must be greater than 0 since StudentAggregateMembership is greater than 0.	StudentAggregateAttendance is not valid
R2207	2, 13	F	Aggregate membership must be less than or equal to the number of student days for the school.	StudentAggregateMembership must be less than or equal to the number of student days for the school. SchoolID *0204001* had *177* student days in the 2007-08 school year.	StudentAggregateMembership exceeds total student days
R2208	12,13,14	W	StudentAggregateAttendance, StudentAggregateMembership, and StudentAggregateUnexcusedAbsence cannot all be zero.	StudentAggregateAttendance, StudentAggregateMembership and StudentAggregateUnexcusedAbsence are all zero. Please delete this record or provide non-zero values.	StudentAggregateAttendance, StudentAggregateMembership, and StudentAggregateUnexcusedAbsence cannot all be zero.
R2209	15	F	Code value must be Y or N.	*AsianRace* must be one of Y or N.	AsianRace is not valid
R2210	16	F	Code value must be Y or N.	*BlackRace* must be one of Y or N.	BlackRace is not valid
R2211	17	F	Code value must be Y or N.	*IndianRace* must be one of Y or N.	IndianRace is not valid
R2212	18	F	Code value must be Y or N.	*PacificIslanderRace* must be one of Y or N.	PacificIslanderRace is not valid
R2213	19	F	Code value must be Y or N.	*WhiteRace* must be one of Y or N.	WhiteRace is not valid
R2214	20	F	Code value must be Y or N.	*HispanicEthnicity* must be one of Y or N.	HispanicEthnicity is not valid
R2308	15, 16, 17, 18, 19	F	At least one race must be Y.	At least one of the fields AsianRace, BlackRace, IndianRace, PacificIslanderRace, and WhiteRace must have the value Y.	At least one race must be Y.
R2309		W	No students were reported with multiple races.	No students with multiple races were reported. This may mean that the new federal race and ethnicity fields were not handled correctly.	No students with multiple races.
R2310		W	No hispanic students were reported.	No records with the field HispanicEthnicity set to Y. This may mean that the new federal race and ethnicity fields were not handled correctly.	No hispanic students.
R2300	2	F	School ID verified against list of valid schools.	The SchoolID does not match any of the known SchoolIDs.	SchoolID is not valid
R2301	1, 2	F	This school must be in this district.	The school is a recognized school but it is not in the district.	The school is not in the district
R2400	9	F	The date must match the YYYYMMDD format and be a valid date. For example: 19953002 is not valid. There was no February 30th, 1995.	The date value *10281967* is invalid. A date must be in YYYYMMDD format and be a valid date.	StudentDateOfBirth is not valid
R2401	12, 13, 14	F	Value must be numeric. Decimal numbers must conform to the format specified for the data element.	*StudentAggregateAttendance* is not a numeric value. The value should be a whole number containing 1-3 digits, or a decimal number containing 1-3 digits before the decimal point and 1-3 digits after the decimal point.	*StudentAggregateAttendance* is not valid
R2403	4-6	F	Student names may contain only alpha, spaces, hyphens, periods, apostrophes and the number three. All other special characters are rejected.	There is an invalid character in the student's name. Valid values are alphabetic characters, spaces, hyphens, periods, the number three and apostrophes.	Invalid character in student's name
R2404	7	F	Student's name suffix may be alpha and periods. All other special characters are rejected.	There is an invalid character in the student's name suffix. Valid values are alphabetic characters and periods.	Invalid character in student's name suffix

Business Rules

SRM Rule #	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R2405	4-6	W	Names with the number three are an unusual case. The user should be informed when a name contains this value. See R2403.	The student's name contains a "3". This is an unusual situation. Please verify the student's name.	Student's name contains a "3"
R2406	4	F	Student's last name may not contain any of the common name suffixes: Jr., Sr., II, III, or IV.	The student's last name contains one of the common name suffixes: Jr., Sr., II, III, or IV. Please use the StudentNameSuffix field to report this information.	Name suffix included with StudentLastName
R2600	1	F	DistrictID does not match the district of the SRM user.	The field DistrictID does not match the district number of the current user.	Invalid DistrictID
R2700	8	F	Student is in a grade that is not served by the school. If this rule is a warning, then the ADM calculations are not consistent between the XLS report and the WDE calculations. Districts must assign a student to a school in which the grade level matches.	The StudentGradeLevel is not taught in the student's school.	StudentGradeLevel not taught in school
R2701	n/a	W	Grade is served by the school but does not have students.	StudentGradeLevel *09* is served by SchoolID *0120003,* but this submission has no students in that grade. There may have been an error retrieving data from a Student Information System.	Grade level has no students
R2703	8, 9	W	Grade level age appropriateness.	The student is enrolled in grade *06* and has a birth date of *4/12/1990*. Birth dates for grade *06* are expected to fall between *9/1/1999 and 9/1/2003*.	The age of the student falls outside the expected bounds
R2704	n/a	F	The combined aggregate membership for a student who attended multiple schools must be less than or equal to the highest number of student days of the schools attended.	This student attended more than one school. The combined aggregate membership for all of the student's enrollments must be less than or equal to the highest number of student days of the schools attended. SchoolID *0204001* had 177 student days in the 2009-10 school year; however, this student's combined aggregate membership is *220*.	Total StudentAggregateMembership exceeds maximum number of student days
R2800	3	F	The WISER ID must be unique for all students in a school.	There are duplicate students in this school. There are multiple student records that have the same WISER ID and SchoolID and StudentGradeLevel.	Duplicate students
R2801	n/a	W	If multiple records for a student are submitted from the same school, with matching information for fields 4-10, 15-20 the aggregate attendance, membership and unexcused absence data should be summed to create a single record for the student.	Multiple records were submitted from SchoolID *0204001* for this student. The values for StudentAggregateAttendance, StudentAggregateMembership, and StudentAggregateUnexcusedAbsence were combined to create a single record. Please verify the new values for accuracy. If the values are correct, no further action is required.	Multiple records for the same student within a school
R2802	3-7, 9-10, 15-20	F	The student data associated with a student with multiple enrollments must be consistent across enrollments. Note: This will be used to solve the problem where two students are reported with the same WISER IDs but they attended different schools.	This student has differing values between multiple enrollments. Verify that the student identified by the WISER ID is the same student and is defined consistently.	Inconsistent definition for a student with multiple enrollments.
R2803	3, 9,10	F	WISERID , StudentDateOfBirth and Gender must match the ID list maintained by WDE.	The combination of WISERID, StudentDateOfBirth and Gender does not match the information stored in SRS. The SRS record is *(ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999)*.	StudentDateOfBirth or Student Gender does not match WISERID.
R2804	3, 4, 5	W	WISERID, StudentFirstName, and StudentLastName must match the ID list maintained by WDE. Name comparisons are case insensitive and ignore the characters space, hypen, apostrophe, and period.	The combination of WISERID, StudentFirstName and StudentLastName does not match the information stored in SRS. The SRS record is *(ID=3857857, Name=Mark L. Wells, BirthDate=7/23/1999).*	StudentFirstName and StudentLastName do not match WISERID.
R2805	3, 4, 5, 9, 10	F	All rows which have the same StudentFirstName, StudentLastName, StudentGender, and StudentDateOfBirth must have the same WISERID.	This student record has the same StudentFirstName, StudentLastName, StudentGender, and StudentDateOfBirth as another student record, but the two records have different WISERIDs.	More than one WISERID for the same student
R2806	13	W	The combined average daily membership (StudentAggregateMembership/Student_Days) for a student who attended multiple schools within the district must be less than or equal to 1.0.	The student's calculated ADM is greater than 1.0. *The student with WISERID 10000011 has a total of 1.1 ADM*	Student's calculated ADM greater than 1.0
R2807	2, 9	F	Student's age is greater than 21	Student was 21 or older on the first day of school	Student's age is greater than 21
R2808	2, 8, 9	F	Student's age is less than 5	On September 15th, calculated age was not 5 years or greater if grade is FK, HK, or KG	Student's age is less than 5

Business Rules

SRM Rule #	Data Element Field #	Severity	Business Rule Description	Detailed Description	Summary Description
R2809	2	F	School ID cannot be a District ID	School ID cannot be a District ID	Invalid SchoolID

CSV Data Format

This is the file format that districts will upload and download (e.g., students.csv).

CSV Column #	Data Element Field #	Header Name	Length	Valid Values
1	1	DistrictID	7	
2	2	SchoolID	7	
3	3	WISERID	8	
4	4	StudentLastName	1-25	Name characters
5	5	StudentFirstName	1-25	Name characters
6	6	StudentMiddleName	0-25	Name characters
7	7	StudentNameSuffix	0-8	Alpha and periods
8	8	StudentGradeLevel	2	PK, HK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
9	9	StudentDateOfBirth	8	
10	10	StudentGender	1	M, F
11	15	AsianRace	1	Y, N
12	16	BlackRace	1	Y, N
13	17	IndianRace	1	Y, N
14	18	PacificIslanderRace	1	Y, N
15	19	WhiteRace	1	Y, N
16	20	HispanicEthnicity	1	Y, N
17	12	StudentAggregateAttendance	1-3,0-3	examples: 75, 100.532
18	13	StudentAggregateMembership	1-3,0-3	examples: 99, 115.555
19	14	StudentAggregateUnexcusedAbsence	1-3,0-3	examples: 5, 100.821

Data Formats - SIF 2.0r1 Submission

This document describes the SIF objects and fields that will be used in the vertical report.

SchoolInfo

Report one SchoolInfo per school in the district.

SIF Field Used	Field #	Field Name
@RefId		
StateProvinceId	2	SchoolID
SchoolName		

StudentPersonal

Report one StudentPersonal object per Student record.

SIF Field Used	Field #	Field Name
@RefId		
StateProvinceId	3	WISERID
Name/LastName	4	StudentLastName
Name/FirstName	5	StudentFirstName
Name/MiddleName	6	StudentMiddleName
Name/Suffix	7	StudentNameSuffix
Demographics/BirthDate	9	StudentDateOfBirth
Demographics/Gender	10	StudentGender
Demographics/RaceList/Race/Code	15, 16, 17, 18, 19, 20	Asian Race, Black Race, Indian Race, Pacific Islander Race, White Race

StudentSchoolEnrollment

Report one StudentSchoolEnrollment object per Student record.

SIF Field Used	Field #	Field Name
@RefId		
@StudentPersonalRefId		
@MembershipType		
@SchoolInfoRefId		
@SchoolYear		
GradeLevel/Code	8	StudentGradeLevel
FTPTStatus		
EntryDate		
ExitDate		

StudentAttendanceSummary

Report non-overlapping StudentAttendanceSummary objects for the student.

SIF Field Used	Field #	Field Name
@StudentPersonalRefId		
@SchoolInfoRefId		
@SchoolYear		
StartDate		
EndDate		
DaysAttended	12	StudentAggregateAttendance
ExcusedAbences		

UnexcusedAbsences	14	StudentAggregateUnexcusedAbsence
DaysInMembership	13	StudentAggregateMembership
StudentSchoolEnrollmentRefId		This is used for SIF 2.4.
SIF_ExtendedElements/SIF_ExtendedElement[@Name='StudentSchoolEnrollmentRefId']		This is used for SIF 2.3 and earlier. The RefId of the StudentSchoolEnrollment object that corresponds to the StudentAttendanceSummary. SRM uses this link to correctly report the StudentGradeLevel for the attendance record.

Contact Info - WDE600

Support

* The WDE is committed to providing districts with the tools and information they need to
make the WISE project successful. Any suggestions that could make the process better are welcomed.
* WDE appreciates all efforts that will make WISE a solution that works for everyone.

* You are always welcome to contact us directly at any time. Our contact information is below.

Data Collection Contact

Kim Morrow
Wyoming Department of Education
School Foundation Program Consultant
Phone: 307.777.6000

kimberly.morrow@wyo.gov

WISE Project Contacts

Leslie Zimmerschied
Data Analyst
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone: 307.777.8751
leslie.zimmerschied@wyo.gov

Jim Rife
WISE Project Director
ESP Solutions Group
Phone: 512.879.5355
jrife@espsg.com